

*Lincoln Trail District Health Department*  
*Meeting and Training Center*  
*Utilization Checklist*

The following information is provided to assist you with your responsibilities during your usage of the LTDHD Meeting and Training Center. Each item on the list must be checked and verified prior to departure from the center.

<b>LTDHD UTILIZATION CHECKLIST</b>		
<b>KITCHEN</b>	<b>DATE</b>	<b>INITIALS</b>
Clean all surfaces off in the kitchen		
All appliances will be in the "OFF" position		
Do not leave any food, drink, dishes or utensils		
Replace trash bags and remove trash to the dumpster		
Clean the coffee pot and replace back to it's original location		
<b>MEETING AREA</b>		
Ensure that all AV equipment is OFF		
Wipe off all tables and chairs		
Turn off lights in the meeting center		
Ensure that both restrooms are neat and in order		
Ensure that all doors (including the outside entrance) are closed		

***Lincoln Trail District Health Department is not responsible for any items left in the Training/ Meeting Center. Each training/meeting room will be inspected after each meeting or training session.***

**NAME:** \_\_\_\_\_ **TELEPHONE NO.** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_